

**SHELBY COUNTY BOARD OF COMMISSIONERS
COMMISSION GRANT REQUEST
FREQUENTLY ASKED QUESTIONS**

1. When will I find out if I've received funding from Commissioners/County?

After you submit your application, you will receive an email confirmation. After the County Commission reviews your application, you will receive notification indicating whether your grant request has been approved or declined. Each commissioner may set the frequency and process in which application determinations are submitted to the full Commission for approval. **Grant checks will be mailed directly to the recipient organization at the address listed in the grant application. Please allow 2 to 4 weeks for delivery.**

2. Can I ask all 13 County Commissioners for funding consideration?

All requests must fit within our funding priorities and show evidence of current personal and active engagement by one or more Commissioner(s).

3. If my County Commissioner doesn't support my request, can I ask another Commissioner to sponsor?

All requests must fit within our funding priorities and show evidence of current personal and active engagement by one or more Commissioner(s).

4. Am I still eligible for funding even if my organization doesn't fall within your Shelby County areas of focus?

In order to receive funding, one must be 501(c)(3), 501(c)(4), charitable civic or governmental entity and proposing a project that benefits the general welfare of Shelby County.

5. Do I have to have a Form 990 to be eligible to apply?

For any grant request under \$25,000, the organization may submit an annual reporting detailing all receipts and expenditures, such as a Form 990. Any request over \$25,000, shall include a copy of the annual audit.

6. Do I have to be a 501(c)(3) to qualify for funding?

In order to qualify, an organization must be a 501(c)(3), 501(c)(4), charitable civic or governmental entity and proposing a project that benefits the general welfare of Shelby County.

7. My 501(c)(3) or 501(c)(4) has a pending status, do I qualify to receive a donation?

No. The Shelby County Board of Commissioners does not fund organizations with a pending status. Only organizations that are verified with a tax-exempt 501(c)(3) or 501(c)(4) designation, as determined by IRS are eligible for to receive donations.

8. Must my organization provide services only in Shelby County?

No, but the grant money awarded by the Shelby County Commission must be used on a "project" that benefits the general welfare of Shelby County residents.

9. Must I disclose if I am related to a County Commissioner or a County employee?

Yes!

10. I applied for a \$5,000 grant but only received \$2,000. Will I receive the rest of the funds I request?

Regretfully, we are unable to provide full funding support for your program at this time. We receive many more grant request than we are able to fund. We wish you success in securing additional financial support for your program.

11. Where do I forward my online application?

Once the application is completed online, you will need to click the “Submit” button at the bottom of the application to submit your application electronically on the internet. Once your application has been submitted, a confirmation page will appear thanking you for the submission.

12. Is my application automatically saved once I create an account?

No, your application is not saved automatically. However, you may receive an email of the submitted application by selecting “Receive Email Copy” at the end of the application. Additionally, a confirmation page will appear once the application has been submitted.

13. Is my internet browser compatible with County Commission online grant application?

Our online grant applications work with the following internet browser versions:

- Microsoft Internet Explorer 7.0+
- Mozilla Firefox 3.6

You must have both cookies and JavaScript enabled to login.

14. Who can I contact if I have questions about the status of a grant?

Please allow **at least** 30 days for your application to be reviewed. If it has been more than 45 days, please contact the Shelby County Commission office at 222-1000.

15. What are the most important factors you consider when reviewing proposals?

We use established criteria to evaluate requests, but the most important are:

1. Will the program have a positive impact on the residents of Shelby County?
2. Does the program support community enrichment and engagement?
3. Does the program create tangible value and measurable return on investment in the community?